



## **BSO Tutorial for Tax Year 2009**

# View Submission Status, Errors, and Notice Information

Contains the following lessons:

- [View Current Submission Status](#)
- [View Submission Details](#)
- [View Report-Level Information for a Submission](#)
- [View Resubmission Notices](#)
- [View Error Information for Previously Submitted Data](#)

## LESSON 1: VIEW CURRENT SUBMISSION STATUS

The **View Submission Status** link should be used by the individual who submitted the wage file. If you would like to view report level information that was submitted on your behalf by a third party, use the **View Wage Report Status** link. See the *View Employer Report Status, Errors, and Notice Information* Tutorial for more information.

**STEP 1:** Point your browser to the Business Services Online (BSO) Welcome to Business Services Online page: [www.socialsecurity.gov/bsowelcome.htm](http://www.socialsecurity.gov/bsowelcome.htm).

**Social Security Online**  
www.socialsecurity.gov

**Business Services Online**  
Welcome to Business Services Online

Home | Questions? | Contact Us | Search [ ] GO

**Online Services Availability**  
Monday-Friday: 5 AM - 1 AM EST  
Saturday: 5 AM - 11 PM EST  
Sunday: 8 AM - 11:30 PM EST

**DON'T USE YOUR BROWSER'S BACK BUTTON**  
Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

**Information**

- [BSO Electronic W-2 Filing Handbook](#)
- [SSNVS Handbook](#)
- [Video - Software Demonstration](#)
- [Tutorial](#)
- [Employer Information](#)
- [Suite of Services](#)
- [Apply For EIN](#)
- [Navigation](#)
- [Online Security Policy](#)
- [The Privacy Act and the Freedom of Information Act](#)
- [Contact Us](#)
- [Electronic Records Express](#)
- [Government to Government Services Online](#)

**News**

- [Wage News](#)
- [Electronic Records Express News](#)
- [Social Security Number Verification News](#)
- [Consent Based SSN Verification](#)
- [Form SSA-1694 News](#)

Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions.

**REGISTRATION** - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.

**LOG IN to REQUEST, ACTIVATE AND ACCESS FUNCTIONS** - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select "Account Maintenance" to request activation of additional services and functions, deactivate your User ID, and/or change your password or contact information.

[Información para el Empleador en Español](#)

**Log in to Business Services Online here**

**New user? Register for Business Services Online here**

**Complete Phone Registration** [what is this?](#)

**Explanation of BSO Services**

**Reporting Wages to the SSA**

Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.

[More information about Reporting Wages](#)

**Social Security Number Verification Service (SSNVS)**

For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.

[More information about Verifying Social Security Numbers](#)

**Form SSA-1694 Request for Business Entity Taxpayer Information**

Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact [OCO.AREP.Registration@ssa.gov](mailto:OCO.AREP.Registration@ssa.gov).

**Select Login** to complete, update or view the Form SSA-1694.

**Select Register** to obtain a User ID and password to complete the Form SSA-1694.

[More information about the Attorney Fee Service](#)

Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel.  
For TDD/TTY call 1-800-325-0778.

USA.gov | [Privacy Policy](#) | [Website Policies & Other Important Information](#) | [Site Map](#)  
Last reviewed or modified Wednesday Nov 21, 2007

[Need Larger Text?](#)

**STEP 2:** Select the **Log In** button on the BSO Welcome to Business Services Online page. The system displays the Log In to Online Services page.

The screenshot shows the 'Log In to Online Services' page. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below this is a dark blue navigation bar with links: 'BSO Welcome | BSO Information | Keyboard Navigation'. The main content area is divided into three sections. On the left, 'Online Services Availability' lists hours: Monday-Friday 5 AM - 1 AM ET, Saturday 5 AM - 11 PM ET, and Sunday 8 AM - 11:30 PM ET. The center section, 'New User?', explains that users must create an account and lists requirements: personal information, contact information, and password/security questions. It includes a 'Create Log In Account' link and a note about phone/form registration. The right section, 'Existing User?', prompts login with fields for 'User ID' and 'Password', and links for 'Forgot user ID?' and 'Forgot your password?'. Below these is a 'User Certification' section with a text box for terms and conditions, a checkbox for agreement, and a 'Log In' button. The footer repeats the navigation links.

**STEP 3:** Enter your User ID and Password.

**STEP 4:** Select the **I have read & agree to these terms** check box after reading the conditions defined in the **User Certification** text box on the Log In to Online Services page.

Select the **Log In** button to display the BSO Main Menu page.

To return to the BSO Welcome to Business Services Online page, select the **BSO Welcome** link at the top or bottom of the page.

Social Security Online  
www.socialsecurity.gov

Business Services Online

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

**Main Menu**

JOHN PUBLIC  
Logout

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Welcome, JOHN PUBLIC  
Your password expires on **January 06, 2010**

**[Report Wages To Social Security](#)**  
Submit, download or process W-2s and W-2cs  
View submission status, acknowledge resubmission notices or  
Request resubmission extensions

**Web Service**  
With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.  
  
The EWR Web Service includes operations to submit wage files (in an MMREF2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

**STEP 5:** Select the **Report Wages to Social Security** link on the BSO Main Menu page.

### **Report Wages To Social Security**


Submit, download or process W-2s and W-2cs  
View submission status, acknowledge resubmission notices or  
Request resubmission extensions

The system displays the Wage Reporting Attestation page.

Social Security Online

Business Services Online

[www.socialsecurity.gov](#) | [BSO Main Menu](#) | [BSO Information](#) | [Keyboard Navigation](#) | [Logout](#)

 **Wage Reporting Attestation**

**User Certification for Electronic Wage Reporting**

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

**STEP 6:** Select the **I Accept** button after reading the conditions defined in the User Certification for Electronic Wage Reporting on the Wage Reporting Attestation page.

To return to the BSO Main Menu page, select the **I DO NOT Accept** button.

The system displays the Electronic Wage Reporting (EWR) home page (see screen example below.)

**Social Security Online** **Business Services Online**  
www.socialsecurity.gov | BSO Main Menu | BSO Information | Keyboard Navigation | Logout

## Electronic Wage Reporting (EWR)

### Reporting Wages to Social Security

**Forms W-2/W-3 Online** | **Forms W-2c/W-3c Online** | **Upload Formatted Wage File**

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit up to 20 Forms W-2 per Form W-3. There is no limit on the number of Forms W-3 with up to 20 Forms W-2 an employer can enter, even if the multiple Forms W-3 are for the same Employer Identification Number (EIN).
- At any point in time, up to 50 Forms W-3, each containing up to 20 Forms W-2, can be saved and resumed/submitted at a later date.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save Submitted Report\(s\) to Your Computer](#)  
A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

### Submission Status

[View Submission Status](#)  
Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

### Employer Report Status

[View Wage Report Status](#)  
Check report status or view errors for reports submitted for your company by a third party.

### Resubmission Notice

If you received a Resubmission Notice, you may use the following link to acknowledge receiving the Notice and/or to request a one-time 15-day extension of the deadline:

[Acknowledge Notice and/or Request Extension](#)

- You will need information from the Notice to acknowledge the notice or request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

### Alerts and News for EWR

[E-mail a Wage Reporting Expert](#)

[Información en Español](#)

### Online Tutorials & Training

[Wage Reporting Handbook](#)  
[SSN Verification Handbook](#)  
[Online Registration Handbook](#)  
[Online Tutorial](#)  
[Software Demonstration](#)  
[FAQs - General Employer](#)

### Other Useful Information

- ▶ [Before You File](#)
- ▶ [Checking SSNs](#)
- ▶ [Uploading Formatted Files](#)
- ▶ [For Other Electronic Filers](#)
- ▶ [General Info about Wage Filing](#)
- ▶ [IRS Information](#)
- ▶ [Publication Resources](#)

[Employer Support Links](#)

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

**STEP 7:** Select the **View Submission Status** link.

The system displays the Submission Selection page.

Social Security Online

Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](http://www.socialsecurity.gov) | [EWR Home](#) | [Email a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

## Submission Status

EWR Handbook

Submission Selection

**Receipt Year**  
 The Receipt Year is the year that the Social Security Administration began processing your original submission. For Resubmissions, the Receipt Year is identified on your original Resubmission Notice.

Please Choose a Receipt Year:  
 (For Submissions After 12/03/2009 Choose 2010): 2010

**WFID Option**  
 You may specify up to five Wage File Identifiers (WFIDs) for the selected Receipt Year. If you do not specify one or more WFIDs, all WFIDs for the Receipt Year will be displayed.

*Note: If you recently filed using electronic data transmission, allow one to six weeks for your submission information to be available. If you are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs. Submission information is not displayed for paper submissions.*

Enter WFIDs:

WFID 1:   
 WFID 2:   
 WFID 3:   
 WFID 4:   
 WFID 5:

**Sort Option**

Sort List By Receipt Date

Continue
Cancel


Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

**STEP 8:** Select the Receipt Year of your original submission from the **Please Choose a Receipt Year** drop-down menu.



*If you submitted your file after 12/03/09, select 2010.*

**STEP 9:** If multiple Employee Identification Numbers (EIN) are associated with the submitter, then the following section will appear below the “Receipt Year” section on the page:

<b>Submitter Employer Identification Number</b> Your user Id is associated with multiple Employer Identification Numbers (EIN).  Please Choose a Submitter EIN: <input type="text" value="001001004"/> 
---

An EIN should be selected from the list box. Otherwise proceed to Step 13.

**STEP 10:** Enter your Wage File Identifier(s) (WFID) (s) for the selected Receipt Year. If you do not enter the WFID(s), the system displays all of the WFID(s) under your EIN for the selected Receipt Year. This step is optional.



*If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.*

**STEP 11:** Select an option from the **Sort List By** drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.

**STEP 12:** Select the **Continue** button. The system displays the Submission Information page.

To return to the EWR Home page, select the **Cancel** button.



Social Security Online

Electronic Wage Reporting (EWR)

www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

## Submission Status

EWR Handbook

Return to Submission Selection

### Submission Information

Submission Information for EIN: 00-0000000, Receipt Year: 2010

- Select the results displayed in the *Submission Status* column for an explanation of submission status codes.
- Select the *View Notice* link in the *Resubmission Notice* column to view your resubmission notice.
- Select the links in the *View Errors* column to view your error information.
- Select the *View Reports* link in the *Reports* column to view the status of your report(s).
- If you used a method other than the Internet to file your submission, allow six weeks for it to be displayed here.
- If you have used the Internet to **resubmit** a file, allow 30 days for it to be displayed here.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

*\* Note: The Resubmission Notice, View Errors, and Reports columns will be blank if they do not apply to the submission.*

Page 1 of 1

This page displays submission records 1 through 4 of the 4 total submissions.

Receipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Submission Details	*Reports
12/02/2008	BSO002	01	RECEIVED	12/04/2008			<a href="#">Details</a>	
07/12/2008	BSO003	01	IN PROCESS	07/12/2008			<a href="#">Details</a>	
05/19/2008	BSO004	01	COMPLETE	05/20/2008			<a href="#">Details</a>	
03/19/2008	BSO005	01	RETURN	03/22/2008	<a href="#">View Notice</a>	<a href="#">By Error Description</a> <a href="#">By Report Number</a>	<a href="#">Details</a>	<a href="#">View Reports</a>

This page displays submission records 1 through 4 of the 4 total submissions.

Page 1 of 1

[Back to Top](#)

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**STEP 13:** Select the link in the **Submission Status** column of the specific submission to display a definition of the status. The system displays the Explanation of Processing Status Codes pop-up window.

**Explanation of Processing Status Code**

You have requested information about the RECEIVED processing status code.

**RECEIVED** Social Security has received your submission.

*Please note that you may have to close this window in order to resume your BSO session.*

Close Browser Window

*You can use the File menu to close this window.*



*The status of your submission is located at the top of the pop-up window.*

**STEP 14:** Select the **Close Browser Window** button to close the pop-up window and return to the Submission Information page.

## LESSON 2: VIEW SUBMISSION DETAILS

Follow the instructions below to view the detailed status of your submitted data.

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Social Security Online  
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Home | Questions? | Contact Us

Search

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**News**

- Wage News
- Electronic Records Express News
- Social Security Number Verification News
- Consent Based SSN Verification
- Form SSA-1694 News

Business Services Online  
Welcome to Business Services Online

**BSO HELP**

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[Información para el Empleador en Español](#)

Log in to Business Services Online here

Log In

New user? Register for Business Services Online here

Register

Complete Phone Registration [what is this?](#)

Complete Phone Registration

**Reporting Wages to the SSA**

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[More information about Reporting Wages](#)

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USA.gov

Privacy Policy | Website Policies & Other Important Information | Site Map  
Last reviewed or modified Wednesday Nov 21, 2007

[Need Larger Text?](#)

**STEP 2:** Select the **Log In** button on the BSO Welcome to Business Services Online page. The system displays the Log In to Online Services page.

**Social Security Online**  
www.socialsecurity.gov

**Business Services Online**  
BSO Welcome | BSO Information | Keyboard Navigation

**Log In to Online Services**

**Online Services Availability**

- Monday-Friday: 5 AM - 1 AM ET
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**New User?**  
You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

**To create new account you will need to:**

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

**Need to complete a [phone/form registration](#)?**

**Existing User?**  
Please login in below:

**User ID:**

**Password:**

[Forgot user ID?](#)  
[Forgot your password?](#)

**User Certification:**  
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

☐ I have read & agree to these terms.

www.socialsecurity.gov | BSO Welcome | BSO Information | Keyboard Navigation

**STEP 3:** Enter your User ID and Password.

**STEP 4:** Select the **I have read & agree to these terms** check box after reading the conditions defined in the **User Certification** text box on the Log In to Online Services page.

Select the **Log In** button to display the BSO Main Menu page.

To return to the BSO Welcome to Business Services Online page, select the **BSO Welcome** link at the top or bottom of the page.

**STEP 5:** Select the **Report Wages to Social Security** link on the BSO Main Menu page.

### **Report Wages To Social Security**


Submit, download or process W-2s and W-2cs  
View submission status, acknowledge resubmission notices or  
Request resubmission extensions

The system displays the Wage Reporting Attestation page.

Social Security Online

Business Services Online

[www.socialsecurity.gov](http://www.socialsecurity.gov) | [BSO Main Menu](#) | [BSO Information](#) | [Keyboard Navigation](#) | [Logout](#)

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Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

**STEP 6:** Select the **I Accept** button after reading the conditions defined in the User Certification for Electronic Wage Reporting on the Wage Reporting Attestation page.

To return to the BSO Main Menu page, select the **I DO NOT Accept** button.

The system displays the Electronic Wage Reporting (EWR) home page (see screen example below.)

The screenshot shows the Social Security Online Business Services Online (BSO) Electronic Wage Reporting (EWR) home page. The header includes the Social Security Online logo and the text "Business Services Online" with the URL www.socialsecurity.gov. Navigation links include BSO Main Menu, BSO Information, Keyboard Navigation, and Logout. The main heading is "Electronic Wage Reporting (EWR)".

**Reporting Wages to Social Security**

Forms W-2/W-3 Online | Forms W-2c/W-3c Online | Upload Formatted Wage File

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit up to 20 Forms W-2 per Form W-3. There is no limit on the number of Forms W-3 with up to 20 Forms W-2 an employer can enter, even if the multiple Forms W-3 are for the same Employer Identification Number (EIN).
- At any point in time, up to 50 Forms W-3, each containing up to 20 Forms W-2, can be saved and resumed/submitted at a later date.
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**Submission Status**

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**Employer Report Status**

[View Wage Report Status](#)

Check report status or view errors for reports submitted for your company by a third party.

**Resubmission Notice**

If you received a Resubmission Notice, you may use the following link to acknowledge receiving the Notice and/or to request a one-time 15-day extension of the deadline:

[Acknowledge Notice and/or Request Extension](#)

- You will need information from the Notice to acknowledge the notice or request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

**Alerts and News for EWR**

[E-mail a Wage Reporting Expert](#)

[Información en Español](#)

**Online Tutorials & Training**

- [Wage Reporting Handbook](#)
- [SSN Verification Handbook](#)
- [Online Registration Handbook](#)
- [Online Tutorial](#)
- [Software Demonstration](#)
- [FAQs - General Employer](#)

**Other Useful Information**

- [Before You File](#)
- [Checking SSNs](#)
- [Uploading Formatted Files](#)
- [For Other Electronic Filers](#)
- [General Info about Wage Filing](#)
- [IRS Information](#)
- [Publication Resources](#)

[Employer Support Links](#)

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.


**STEP 7:** Select the **View Submission Status** link.


The system displays the Submission Selection page

Social Security Online

Electronic Wage Reporting (EWR)

www.socialsecurity.gov EWR Home | Email a Wage Reporting Expert | Keyboard Navigation | Logout

 **Submission Status**

 **Submission Selection**

**Receipt Year**  
The Receipt Year is the year that the Social Security Administration began processing your original submission. For Resubmissions, the Receipt Year is identified on your original Resubmission Notice.  
  
Please Choose a Receipt Year:  
(For Submissions After 12/03/2009 Choose 2010):

**WFID Option**  
You may specify up to five Wage File Identifiers (WFIDs) for the selected Receipt Year. If you do not specify one or more WFIDs, all WFIDs for the Receipt Year will be displayed.  
  
*Note: If you recently filed using electronic data transmission, allow one to six weeks for your submission information to be available. If you are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs. Submission information is not displayed for paper submissions.*  
  
Enter WFIDs:  
WFID 1:   
WFID 2:   
WFID 3:   
WFID 4:   
WFID 5:

**Sort Option**  
  
Sort List By

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

**STEP 8:** Select the Receipt Year of your original submission from the **Please Choose a Receipt Year** drop-down menu.



*If you submitted your file after 12/03/09, select 2010.*



**STEP 9:** If multiple Employer Identification Numbers (EIN) are associated with the submitter, then the following section will appear below the “Receipt Year” section on the page:

<b>Submitter Employer Identification Number</b>
Your user Id is associated with multiple Employer Identification Numbers (EIN).
Please Choose a Submitter EIN: <input type="text" value="001001004"/>

An EIN should be selected from the list box. Otherwise proceed to Step 13.

**STEP 10:** If you do not enter the WFID, the system displays all of the WFID(s) submitted under your EIN for the selected Receipt Year. This step is optional.



*If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.*

**STEP 11:** Select an option from the **Sort List By** drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.

**STEP 12:** Select the **Continue** button. The system displays the Submission Information page.

To return to the EWR Home page, select the **Cancel button**.

Social Security Online Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](http://www.socialsecurity.gov) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

## Submission Status

[EWR Handbook](#)

[Return to Submission Selection](#)

### Submission Information

Submission Information for EIN: 00-0000000, Receipt Year: 2010

- Select the results displayed in the *Submission Status* column for an explanation of submission status codes.
- Select the *View Notice* link in the *Resubmission Notice* column to view your resubmission notice.
- Select the links in the *View Errors* column to view your error information.
- Select the *View Reports* link in the *Reports* column to view the status of your report(s).
- If you used a method other than the Internet to file your submission, allow six weeks for it to be displayed here.
- If you have used the Internet to **resubmit** a file, allow 30 days for it to be displayed here.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

\* Note: The *Resubmission Notice*, *View Errors*, and *Reports* columns will be blank if they do not apply to the submission.

Page 1 of 1

This page displays submission records 1 through 4 of the 4 total submissions.

Receipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Submission Details	*Reports
12/02/2008	BSO002	01	RECEIVED	12/04/2008			<a href="#">Details</a>	
07/12/2008	BSO003	01	IN PROCESS	07/12/2008			<a href="#">Details</a>	
05/19/2008	BSO004	01	COMPLETE	05/20/2008			<a href="#">Details</a>	
03/19/2008	BSO005	01	RETURN	03/22/2008	<a href="#">View Notice</a>	<a href="#">By Error Description</a> <a href="#">By Report Number</a>	<a href="#">Details</a>	<a href="#">View Reports</a>

This page displays submission records 1 through 4 of the 4 total submissions.

Page 1 of 1

[Back to Top](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

**STEP 13:** Select the **Details** link in the Submission Details column of the specific submission. The system displays the Submission Details pop-up window.

Submission Details	
WFID	FCC792
Version	01
Receipt Date	04/02/2007
Processing Status	IN PROCESS
Status Date	09/11/2008
Filing Method	W2 ONLINE
Number of W-3s	This submission has not yet been processed. This box will contain the total number of W-3s once your report has been processed.
Submitter's Filename	N/A

Please note that you may have to close this window in order to resume your BSO session.

[Close Browser Window](#)

You can use the File menu to close this window.

**STEP 14:** Select the **Close Browser Window** button to close the pop-up window and return to the Submission Information page.

## **LESSON 3: VIEW REPORT-LEVEL INFORMATION FOR A SUBMISSION**

This option is available only to users who selected the View File/Wage Report Status, Error, and Error Notices **with** or **without** Name/SSN Errors role. Follow the instructions below to view the report-level information for your submitted data.

**STEP 1:** Point your browser to the Business Services Online (BSO) Welcome to Business Services Online page: [www.socialsecurity.gov/bsowelcome.htm](http://www.socialsecurity.gov/bsowelcome.htm).

<b>Social Security Online</b> <a href="http://www.socialsecurity.gov">www.socialsecurity.gov</a>		<b>Business Services Online</b> <a href="#">Home</a>   <a href="#">Questions?</a>   <a href="#">Contact Us</a>		Search <input type="text"/> <input type="button" value="GO"/>
<b>Online Services Availability</b> Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST		<b>Business Services Online</b> <b>Welcome to Business Services Online</b>		
<b>DON'T USE YOUR BROWSER'S BACK BUTTON</b>  Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.		Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions.		
<b>Information</b> <ul style="list-style-type: none"> <li>• <a href="#">BSO Electronic W-2 Filing Handbook</a></li> <li>• <a href="#">SSNVS Handbook</a></li> <li>• <a href="#">Video - Software Demonstration</a></li> <li>• <a href="#">Tutorial</a></li> <li>• <a href="#">Employer Information</a></li> <li>• <a href="#">Suite of Services</a></li> <li>• <a href="#">Apply For EIN</a></li> <li>• <a href="#">Navigation</a></li> <li>• <a href="#">Online Security Policy</a></li> <li>• <a href="#">The Privacy Act and the Freedom of Information Act</a></li> <li>• <a href="#">Contact Us</a></li> <li>• <a href="#">Electronic Records Express</a></li> <li>• <a href="#">Government to Government Services Online</a></li> </ul>		<b>REGISTRATION</b> - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.  <b>LOG IN to REQUEST, ACTIVATE AND ACCESS FUNCTIONS</b> - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select "Account Maintenance" to request activation of additional services and functions, deactivate your User ID, and/or change your password or contact information.  <a href="#">Información para el Empleador en Español</a>		
<b>News</b> <ul style="list-style-type: none"> <li>• <a href="#">Wage News</a></li> <li>• <a href="#">Electronic Records Express News</a></li> <li>• <a href="#">Social Security Number Verification News</a></li> <li>• <a href="#">Consent Based SSN Verification</a></li> <li>• <a href="#">Form SSA-1694 News</a></li> </ul>		<div> <div>Log in to Business Services Online here</div> <input type="button" value="Log In"/> </div> <div> <div>New user? Register for Business Services Online here</div> <input type="button" value="Register"/> </div> <div> <div>Complete Phone Registration <a href="#">what is this?</a></div> <input type="button" value="Complete Phone Registration"/> </div>		
		<b>Explanation of BSO Services</b>  <b>Reporting Wages to the SSA</b>  Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.  <a href="#">More information about Reporting Wages</a>		
		<b>Social Security Number Verification Service (SSNVS)</b>  For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.  <a href="#">More information about Verifying Social Security Numbers</a>		
		<b>Form SSA-1694 Request for Business Entity Taxpayer Information</b>  Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact <a href="mailto:OCO.AREP.Registration@ssa.gov">OCO.AREP.Registration@ssa.gov</a> .  <b>Select Login</b> to complete, update or view the Form SSA-1694.  <b>Select Register</b> to obtain a User ID and password to complete the Form SSA-1694.  <a href="#">More information about the Attorney Fee Service</a>		
		Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.		
<a href="#">USA.gov</a>		<a href="#">Privacy Policy</a>   <a href="#">Website Policies &amp; Other Important Information</a>   <a href="#">Site Map</a> Last reviewed or modified Wednesday Nov 21, 2007		<a href="#">Need Larger Text?</a>

**STEP 2:** Select the **Log In** button on the BSO Welcome to Business Services Online page. The system displays the Log In to Online Services page.

The screenshot shows the Social Security Business Services Online (BSO) login interface. The header includes the Social Security Online logo and the BSO Welcome link. The main content area is titled 'Log In to Online Services' and is divided into three sections: 'Online Services Availability', 'New User?', and 'Existing User?'. The 'New User?' section explains that users must create an account and provides a list of requirements: providing personal information, contact information, and creating a password and security questions. It also includes a 'Create Log In Account' link. The 'Existing User?' section prompts users to log in with their User ID and Password, and includes links for 'Forgot user ID?' and 'Forgot your password?'. Below the login fields is a 'User Certification' section with a text box for terms and conditions and a checkbox for 'I have read & agree to these terms'. A 'Log In' button is located at the bottom right of the login area. The footer contains the Social Security Administration website URL and navigation links.

**Social Security Online**  
www.socialsecurity.gov

**Business Services Online**  
BSO Welcome | BSO Information | Keyboard Navigation

**Log In to Online Services**

**Online Services Availability**

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

**New User?**  
You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

**To create new account you will need to:**

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

**Need to complete a [phone/form registration](#)?**

**Existing User?**  
Please login in below:

User ID:

Password:

[Forgot user ID?](#)

[Forgot your password?](#)

**User Certification:**  
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

☐ I have read & agree to these terms.

www.socialsecurity.gov BSO Welcome | BSO Information | Keyboard Navigation

**STEP 3:** Enter your User ID and Password.

**STEP 4:** Select the **I have read & agree to these terms** check box after reading the conditions defined in the **User Certification** text box on the Log In to Online Services page.

Select the **Log In** button to display the BSO Main Menu page.

To return to the BSO Welcome to Business Services Online page, select the **BSO Welcome** link at the top or bottom of the page.

Social Security Online  
www.socialsecurity.gov

Business Services Online  
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

**JOHN PUBLIC**  
Logout

**Manage Account**

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

**Manage Services**

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

**Manage Employer Information**

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

**Main Menu**

Welcome, JOHN PUBLIC  
Your password expires on **January 06, 2010**

**[Report Wages To Social Security](#)**  
Submit, download or process W-2s and W-2cs  
View submission status, acknowledge resubmission notices or  
Request resubmission extensions

**Web Service**  
With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.  
  
The EWR Web Service includes operations to submit wage files (in an MMREF2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov  
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

**STEP 5:** Select the **Report Wages to Social Security** link on the BSO Main Menu page.

### **Report Wages To Social Security**


Submit, download or process W-2s and W-2cs  
View submission status, acknowledge resubmission notices or  
Request resubmission extensions

The system displays the Wage Reporting Attestation page.

Social Security Online

Business Services Online

[www.socialsecurity.gov](http://www.socialsecurity.gov) | [BSO Main Menu](#) | [BSO Information](#) | [Keyboard Navigation](#) | [Logout](#)

 **Wage Reporting Attestation**

**User Certification for Electronic Wage Reporting**

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.



**STEP 6:** Select the **I Accept** button after reading the conditions defined in the User Certification for Electronic Wage Reporting on the Wage Reporting Attestation page.

To return to the BSO Main Menu page, select the **I DO NOT Accept** button.

The system displays the Electronic Wage Reporting (EWR) home page (see screen example below.)

The screenshot shows the Social Security Online Business Services Online (BSO) Electronic Wage Reporting (EWR) home page. The header includes the Social Security Online logo and the text "Business Services Online" with the URL "www.socialsecurity.gov". Navigation links include "BSO Main Menu", "BSO Information", "Keyboard Navigation", and "Logout". The main heading is "Electronic Wage Reporting (EWR)".

**Reporting Wages to Social Security**

Forms W-2/W-3 Online | Forms W-2c/W-3c Online | Upload Formatted Wage File

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit up to 20 Forms W-2 per Form W-3. There is no limit on the number of Forms W-3 with up to 20 Forms W-2 an employer can enter, even if the multiple Forms W-3 are for the same Employer Identification Number (EIN).
- At any point in time, up to 50 Forms W-3, each containing up to 20 Forms W-2, can be saved and resumed/submitted at a later date.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save Submitted Report\(s\) to Your Computer](#)

A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

**Submission Status**

[View Submission Status](#)

Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

**Employer Report Status**

[View Wage Report Status](#)

Check report status or view errors for reports submitted for your company by a third party.

**Resubmission Notice**

If you received a Resubmission Notice, you may use the following link to acknowledge receiving the Notice and/or to request a one-time 15-day extension of the deadline:

[Acknowledge Notice and/or Request Extension](#)

- You will need information from the Notice to acknowledge the notice or request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

**Alerts and News for EWR**

[E-mail a Wage Reporting Expert](#)

[Información en Español](#)

**Online Tutorials & Training**

- [Wage Reporting Handbook](#)
- [SSN Verification Handbook](#)
- [Online Registration Handbook](#)
- [Online Tutorial](#)
- [Software Demonstration](#)
- [FAQs - General Employer](#)

**Other Useful Information**

- [Before You File](#)
- [Checking SSNs](#)
- [Uploading Formatted Files](#)
- [For Other Electronic Filers](#)
- [General Info about Wage Filing](#)
- [IRS Information](#)
- [Publication Resources](#)


[Employer Support Links](#)


Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

**STEP 7:** Select the **View Submission Status** link.

The system displays the Submission Selection page.

Social Security Online  
www.socialsecurity.gov EWR Home | Email a Wage Reporting Expert | Keyboard Navigation | Logout

 **Submission Status**

 **EWR Handbook**

**Submission Selection**

**Receipt Year**  
The Receipt Year is the year that the Social Security Administration began processing your original submission. For Resubmissions, the Receipt Year is identified on your original Resubmission Notice.

Please Choose a Receipt Year:  
(For Submissions After 12/03/2009 Choose 2010):

**WFID Option**  
You may specify up to five Wage File Identifiers (WFIDs) for the selected Receipt Year. If you do not specify one or more WFIDs, all WFIDs for the Receipt Year will be displayed.

*Note: If you recently filed using electronic data transmission, allow one to six weeks for your submission information to be available. If you are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs. Submission information is not displayed for paper submissions.*

Enter WFIDs:

WFID 1:

WFID 2:

WFID 3:

WFID 4:

WFID 5:

**Sort Option**

Sort List By


Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

**STEP 8:** Select the Receipt Year of your original submission from the **Please Choose a Receipt Year** drop-down menu.



*If you submitted your file after 12/03/09, select 2010.*

**STEP 9:** If multiple Employee Identification Numbers (EIN) are associated with the submitter, then the following section will appear below the “Receipt Year” section on the page:

**Submitter Employer Identification Number**  
Your user Id is associated with multiple Employer Identification Numbers (EIN).  
Please Choose a Submitter EIN:  

An EIN should be selected from the list box. Otherwise proceed to Step 13.

**STEP 10:** Enter your WFID(s) for the selected Receipt Year. If you do not enter the WFID(s), the system displays all of the WFID(s) under your EIN for the selected Receipt Year. This step is optional.



*If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.*

**STEP 11:** Select an option from the **Sort List By** drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.

**STEP 12:** Select the **Continue** button. The system displays the Submission Information page.

To return to the EWR Home page, select the **Cancel** button.

Social Security Online
Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](http://www.socialsecurity.gov)
[EWR Home](#)
[E-mail a Wage Reporting Expert](#)
[Keyboard Navigation](#)
[Logout](#)

## Submission Status

☒ **EWR Handbook**

[Return to Submission Selection](#)

### Submission Information

Submission Information for EIN: 00-0000000, Receipt Year: 2010

- Select the results displayed in the *Submission Status* column for an explanation of submission status codes.
- Select the *View Notice* link in the *Resubmission Notice* column to view your resubmission notice.
- Select the links in the *View Errors* column to view your error information.
- Select the *View Reports* link in the *Reports* column to view the status of your report(s).
- If you used a method other than the Internet to file your submission, allow six weeks for it to be displayed here.
- If you have used the Internet to **resubmit** a file, allow 30 days for it to be displayed here.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

\* Note: The *Resubmission Notice*, *View Errors*, and *Reports* columns will be blank if they do not apply to the submission.

Page 1 of 1

This page displays submission records 1 through 4 of the 4 total submissions.

Receipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Submission Details	*Reports
12/02/2008	BSO002	01	RECEIVED	12/04/2008			Details	
07/12/2008	BSO003	01	IN PROCESS	07/12/2008			Details	
05/19/2008	BSO004	01	COMPLETE	05/20/2008			Details	
03/19/2008	BSO005	01	RETURN	03/22/2008	View Notice	By Error Description By Report Number	Details	View Reports

This page displays submission records 1 through 4 of the 4 total submissions.

Page 1 of 1

[Back to Top](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

**STEP 13:** Select the **View Reports** link in the Reports column of the specific submission. The system displays the Submission Report Level Selection page.

Social Security Online
Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](http://www.socialsecurity.gov)
[EWR Home](#)
[E-mail a Wage Reporting Expert](#)
[Keyboard Navigation](#)
[Logout](#)

## Submission Status

EWR Handbook

### Submission Report Level Selection

Report information for Submitter EIN: 00-0000000  
 Receipt Year: 2009, WFID: KVV712, Version: 01  
 Submission Status Date: 01/09/2009, Submission Type: REGULAR

**IMPORTANT:** If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Page 1 of 1

This page displays reports 1 through 1 of the 1 total reports.

Report Number	Report EIN	Reported W-2 Count	Money Totals as Reported From W-3 (Processed totals may be different.)	Report Status	Report Errors
1	00-0000000	0000003	SS Wages(Box 3): \$0.00 Medicare(Box 5): \$0.00 Fed Taxable(Box 1): \$56,555.54 Fed Tax(Box 2): \$0.00 Adv EIC(Box 9): \$65,555,555.00	COMPLETE	

This page displays reports 1 through 1 of the 1 total reports.

Page 1 of 1

Options

Submission Information

Return to the Submission Information Page.

[Back to Top](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

**STEP 14:** Select the **Submission Information** button to return to the Submission Information page.

## LESSON 4: VIEW RESUBMISSION NOTICES

This option is available only to users who selected the View File/Wage Report Status, Error, and Error Notices **with** or **without** Name / SSN Errors role. Follow the instructions below to view notices from SSA asking you to resubmit your data. Refer to the *Acknowledge Resubmission Notice* section for more information.

**STEP 1:** Point your browser to the Business Services Online (BSO) Welcome to Business Services Online page: [www.socialsecurity.gov/bsowelcome.htm](http://www.socialsecurity.gov/bsowelcome.htm).

**Social Security Online**  
www.socialsecurity.gov

**Business Services Online**  
Welcome to Business Services Online

Home | Questions? | Contact Us | Search [ ] GO

**Online Services Availability**  
Monday-Friday: 5 AM - 1 AM EST  
Saturday: 5 AM - 11 PM EST  
Sunday: 8 AM - 11:30 PM EST

**DON'T USE YOUR BROWSER'S BACK BUTTON**  
Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

**Information**

- [BSO Electronic W-2 Filing Handbook](#)
- [SSNVS Handbook](#)
- [Video - Software Demonstration](#)
- [Tutorial](#)
- [Employer Information](#)
- [Suite of Services](#)
- [Apply For EIN](#)
- [Navigation](#)
- [Online Security Policy](#)
- [The Privacy Act and the Freedom of Information Act](#)
- [Contact Us](#)
- [Electronic Records Express](#)
- [Government to Government Services Online](#)

**News**

- [Wage News](#)
- [Electronic Records Express News](#)
- [Social Security Number Verification News](#)
- [Consent Based SSN Verification](#)
- [Form SSA-1694 News](#)

Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions.

**REGISTRATION** - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.

**LOG IN to REQUEST, ACTIVATE AND ACCESS FUNCTIONS** - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select "Account Maintenance" to request activation of additional services and functions, deactivate your User ID, and/or change your password or contact information.

[Información para el Empleador en Español](#)

**Log in to Business Services Online here**

**New user? Register for Business Services Online here**

**Complete Phone Registration** [what is this?](#)

**Explanation of BSO Services**

**Reporting Wages to the SSA**  
Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.  
[More information about Reporting Wages](#)

**Social Security Number Verification Service (SSNVS)**  
For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.  
[More information about Verifying Social Security Numbers](#)

**Form SSA-1694 Request for Business Entity Taxpayer Information**  
Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact [OCO.AREP.Registration@ssa.gov](mailto:OCO.AREP.Registration@ssa.gov).  
**Select Login** to complete, update or view the Form SSA-1694.  
**Select Register** to obtain a User ID and password to complete the Form SSA-1694.  
[More information about the Attorney Fee Service](#)

Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel.  
For TDD/TTY call 1-800-325-0778.

USA.gov | [Privacy Policy](#) | [Website Policies & Other Important Information](#) | [Site Map](#)  
Last reviewed or modified Wednesday Nov 21, 2007

[Need Larger Text?](#)

**STEP 2:** Select the **Log In** button on the BSO Welcome to Business Services Online page. The system displays the Log In to Online Services page.

Social Security Online  
www.socialsecurity.gov

Business Services Online  
BSO Welcome | BSO Information | Keyboard Navigation

Log In to Online Services

**Online Services Availability**

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

**New User?**  
You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

Need to complete a [phone/form registration](#)?

**Existing User?**  
Please login in below:

User ID:

Password:

[Forgot user ID?](#)

[Forgot your password?](#)

**User Certification:**  
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

☐ I have read & agree to these terms.

Log In

www.socialsecurity.gov BSO Welcome | BSO Information | Keyboard Navigation

**STEP 3:** Enter your User ID and Password.

**STEP 4:** Select the **I have read & agree to these terms** check box after reading the conditions defined in the **User Certification** text box on the Log In to Online Services page.

Select the **Log In** button to display the BSO Main Menu page.

To return to the BSO Welcome to Business Services Online page, select the **BSO Welcome** link at the top or bottom of the page.

Social Security Online  
www.socialsecurity.gov

Business Services Online  
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

**JOHN PUBLIC**  
Logout

**Manage Account**

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

**Manage Services**

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

**Manage Employer Information**

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

**Main Menu**

Welcome, JOHN PUBLIC  
Your password expires on **January 06, 2010**

**[Report Wages To Social Security](#)**  
Submit, download or process W-2s and W-2cs  
View submission status, acknowledge resubmission notices or  
Request resubmission extensions

**Web Service**  
With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.  
  
The EWR Web Service includes operations to submit wage files (in an MMREF2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov  
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

**STEP 5:** Select the **Report Wages to Social Security** link on the BSO Main Menu page.

### **Report Wages To Social Security**

Submit, download or process W-2s and W-2cs  
View submission status, acknowledge resubmission notices or  
Request resubmission extensions


The system displays the Wage Reporting Attestation page.



Social Security Online

Business Services Online

[www.socialsecurity.gov](http://www.socialsecurity.gov) | [BSO Main Menu](#) | [BSO Information](#) | [Keyboard Navigation](#) | [Logout](#)

 **Wage Reporting Attestation**

**User Certification for Electronic Wage Reporting**

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

**STEP 6:** Select the **I Accept** button after reading the conditions defined in the User Certification for Electronic Wage Reporting on the Wage Reporting Attestation page.

To return to the BSO Main Menu page, select the **I DO NOT Accept** button.

The system displays the Electronic Wage Reporting (EWR) home page (see screen example below.)

The screenshot shows the Social Security Online Business Services Online (BSO) Electronic Wage Reporting (EWR) home page. The header includes the Social Security Online logo and the text "Business Services Online" with the URL "www.socialsecurity.gov". Navigation links include "BSO Main Menu", "BSO Information", "Keyboard Navigation", and "Logout". The main heading is "Electronic Wage Reporting (EWR)".

**Reporting Wages to Social Security**

Forms W-2/W-3 Online | Forms W-2c/W-3c Online | Upload Formatted Wage File

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit up to 20 Forms W-2 per Form W-3. There is no limit on the number of Forms W-3 with up to 20 Forms W-2 an employer can enter, even if the multiple Forms W-3 are for the same Employer Identification Number (EIN).
- At any point in time, up to 50 Forms W-3, each containing up to 20 Forms W-2, can be saved and resumed/submitted at a later date.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save Submitted Report\(s\) to Your Computer](#)

A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

**Submission Status**

[View Submission Status](#)

Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

**Employer Report Status**

[View Wage Report Status](#)

Check report status or view errors for reports submitted for your company by a third party.

**Resubmission Notice**

If you received a Resubmission Notice, you may use the following link to acknowledge receiving the Notice and/or to request a one-time 15-day extension of the deadline:

[Acknowledge Notice and/or Request Extension](#)

- You will need information from the Notice to acknowledge the notice or request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

**Alerts and News for EWR**

[E-mail a Wage Reporting Expert](#)

[Información en Español](#)

**Online Tutorials & Training**

- [Wage Reporting Handbook](#)
- [SSN Verification Handbook](#)
- [Online Registration Handbook](#)
- [Online Tutorial](#)
- [Software Demonstration](#)
- [FAQs - General Employer](#)

**Other Useful Information**

- [Before You File](#)
- [Checking SSNs](#)
- [Uploading Formatted Files](#)
- [For Other Electronic Filers](#)
- [General Info about Wage Filing](#)
- [IRS Information](#)
- [Publication Resources](#)

[Employer Support Links](#)

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.


**STEP 7:** Select the **View Submission Status** link.


The system displays the Submission Selection page.

Social Security Online

Electronic Wage Reporting (EWR)

www.socialsecurity.gov EWR Home | Email a Wage Reporting Expert | Keyboard Navigation | Logout

 **Submission Status**

 **Submission Selection**

**Receipt Year**  
The Receipt Year is the year that the Social Security Administration began processing your original submission. For Resubmissions, the Receipt Year is identified on your original Resubmission Notice.  
  
Please Choose a Receipt Year:  
(For Submissions After 12/03/2009 Choose 2010):

**WFID Option**  
You may specify up to five Wage File Identifiers (WFIDs) for the selected Receipt Year. If you do not specify one or more WFIDs, all WFIDs for the Receipt Year will be displayed.  
  
*Note: If you recently filed using electronic data transmission, allow one to six weeks for your submission information to be available. If you are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs. Submission information is not displayed for paper submissions.*  
  
Enter WFIDs:  
WFID 1:   
WFID 2:   
WFID 3:   
WFID 4:   
WFID 5:

**Sort Option**  
  
Sort List By

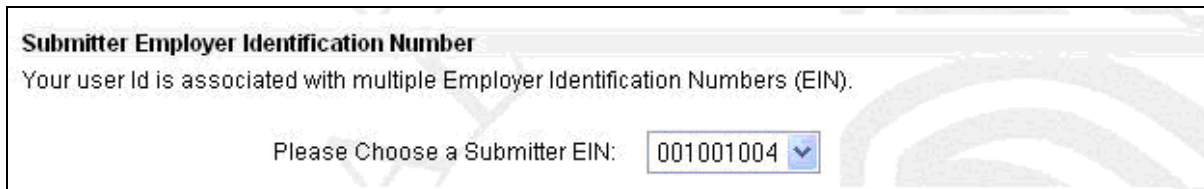
Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

**STEP 8:** Select the Receipt Year of your original submission from the **Please Choose a Receipt Year** drop-down menu.



*If you submitted your file after 12/03/09, select 2010.*

**STEP 9:** If multiple Employee Identification Numbers (EIN) are associated with the submitter, then the following section will appear below the “Receipt Year” section on the page:

A screenshot of a web form titled "Submitter Employer Identification Number". Below the title, it says "Your user Id is associated with multiple Employer Identification Numbers (EIN).". At the bottom, there is a label "Please Choose a Submitter EIN:" followed by a dropdown menu showing "001001004" with a downward arrow.

An EIN should be selected from the list box. Otherwise proceed to Step 13.

**STEP 10:** Enter your WFID(s) for the selected Receipt Year. If you do not enter the WFID(s), the system displays all of the WFID(s) under your EIN for the selected Receipt Year. This step is optional.



*If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed.*

**STEP 11:** Select an option from the **Sort List By** drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.

**STEP 12:** Select the **Continue** button. The system displays the Submission Information page.

To return to the EWR Home page, select the **Cancel** button.

Social Security Online
Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](#)
[EWR Home](#)
[E-mail a Wage Reporting Expert](#)
[Keyboard Navigation](#)
[Logout](#)

## Submission Status

**EWR Handbook**

Return to Submission Selection

### Submission Information

Submission Information for EIN: 00-0000000, Receipt Year: 2010

- Select the results displayed in the *Submission Status* column for an explanation of submission status codes.
- Select the *View Notice* link in the *Resubmission Notice* column to view your resubmission notice.
- Select the links in the *View Errors* column to view your error information.
- Select the *View Reports* link in the *Reports* column to view the status of your report(s).
- If you used a method other than the Internet to file your submission, allow six weeks for it to be displayed here.
- If you have used the Internet to **resubmit** a file, allow 30 days for it to be displayed here.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

\* Note: The *Resubmission Notice*, *View Errors*, and *Reports* columns will be blank if they do not apply to the submission.

Page 1 of 1

This page displays submission records 1 through 4 of the 4 total submissions.

Receipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Submission Details	*Reports
12/02/2008	BSO002	01	RECEIVED	12/04/2008			<a href="#">Details</a>	
07/12/2008	BSO003	01	IN PROCESS	07/12/2008			<a href="#">Details</a>	
05/19/2008	BSO004	01	COMPLETE	05/20/2008			<a href="#">Details</a>	
03/19/2008	BSO005	01	RETURN	03/22/2008	<a href="#">View Notice</a>	<a href="#">By Error Description</a> <a href="#">By Report Number</a>	<a href="#">Details</a>	<a href="#">View Reports</a>

This page displays submission records 1 through 4 of the 4 total submissions.

Page 1 of 1

[Back to Top](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

**STEP 13:** Select the **View Notice** link in the Resubmission Notice column of the specific submission. The system displays the most recent Resubmission Notice.

Social Security Online

## Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](#) | [EWR Home](#) | [Email a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

### Submission Status

[EWR Handbook](#)

#### Resubmission Notice

TIP: Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Date: 2007-12-11 EIN: 11-2222222  
 Filing Method: WFID: KVR112 - 01  
 Receipt Year: 2009 Notice ID: "0000558170"

SMITH, SMITH, SMITH, SMITH, SMITH, SMITH AND SMITH  
 ATTN: PAYROLL DATA PROC  
 425 ST. JOHNS BOULEVARD  
 SEATTLE, WA 98101

We found errors in your W-2c file that we cannot correct. Log in to view your error information at <http://www.socialsecurity.gov/bsowelcome.htm> with your active User ID and password. If you do not have an active User ID and password, see the Registration section below for additional information.

**WHAT YOU NEED TO DO**

**STEP 1**  
 VERIFY receipt of your notice within two weeks of the date of this notice on SSA's Business Services Online (BSO) Web site at <http://www.socialsecurity.gov/bsowelcome.htm>. After logging on to this site, select the Report Wages to Social Security link from the BSO Main Menu, followed by the Resubmission Processing link from the Report Wages to Social Security menu. From the Resubmission Processing menu select the Acknowledge Resubmission Notice link. Enter the Employer Identification Number (EIN), Wage File Identifier (WFID) and receipt year as they appear on this notice and choose the appropriate statement. Select *Acknowledge Notice*.

**STEP 2**  
 VIEW your errors on SSA's BSO Web site at <http://www.socialsecurity.gov/bsowelcome.htm>. Log on to the BSO Main Menu and select Report Wages to Social Security. From this menu, select the Submit or Resubmit Wage File, W-2 Online, and W-2c Online and View Submission Status link followed by the View Submission Status link. Enter the receipt year and the first six characters of the WFID noted above. Select *Continue*. In the View Errors column, select *By Error Description* to view error information organized by error type OR select *By Report Number* to view error information organized by report number. Use the underlined links within the error display to navigate among various views of the data.

**STEP 3**  
 CORRECT your file using your back-up copy of the file you originally sent us. Check Publication 42-014: Specifications for Filing Forms W-2c Electronically (EFW2C) and make any necessary changes. If you need help correcting your file, call us toll free at 1-800-772-6270. If you need a copy of the EFW2C publication, visit our Web site at <http://www.socialsecurity.gov/employepub.htm>.

**STEP 4**  
 RETURN your corrected file electronically to Social Security within 45 days. You must keep a back-up copy of the corrected file for your records.

**POSSIBLE PENALTIES**  
 The Internal Revenue Service requires you to send a corrected report to SSA. If you do not send us a correct report, the IRS may assess a penalty.

**WAGE REPORTING SERVICES ON THE INTERNET**

- **EMPLOYER REPORTING INSTRUCTIONS AND INFORMATION**  
 SSA provides employers with access to many resources at <http://www.socialsecurity.gov/employer>, including forms, publications, Frequently Asked Questions (FAQs), contact information, news and much more.
- **ACCURAGE**  
 AccuWage/AccuW2C is free software from SSA that allows you to check your W-2 (Wage and Tax Statement) and W-2c (W-2 Correction) files for over 200 different errors before you send them to SSA. You can download AccuWage and AccuW2C from the Internet at <http://www.socialsecurity.gov/employersaccuware>.
- **VERIFYING SOCIAL SECURITY NUMBERS**  
 Social Security offers a free service that allows you to verify your employees' Social Security Numbers (SSNs). For more information please visit our Web site at <http://www.socialsecurity.gov/employerssnv.htm>.
- **REGISTRATION**  
 Registration is required to use BSO. You may register online at <http://www.socialsecurity.gov/bsowelcome.htm> or by phone at 1-800-772-6270.  
 You must change your password at least once every 365 days. If your password has expired, you must re-register.

**IF YOU HAVE QUESTIONS**

If you have questions concerning this e-mail, you may call us toll free at 1-800-772-6270 between 7:00 a.m. and 7:00 p.m. Eastern Time, Monday through Friday or send an e-mail to [employerinfo@ssa.gov](mailto:employerinfo@ssa.gov).

If the company name and/or mailing address shown on this notice are incorrect, review the address information and EIN on the RA-Submitter Record of your EFW2C file prior to resubmitting the file.

E-mail transmissions are not secure and SSA does not send personal or sensitive information over email. You should not send personal or sensitive information in your e-mail communications with SSA.

Carolyn L. Simmons  
 Associate Commissioner,  
 Office of Central Operations

Options	
<input type="button" value="Acknowledge This Notice"/>	Acknowledge that you received this notice. This is not necessary if you have already acknowledged receipt of the notice by phone.
<input type="button" value="Submission Information"/>	Return to the Submission Information page.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

<p><b>IF YOU HAVE QUESTIONS</b></p> <p>If you have questions concerning this e-mail, you may call us toll free at 1-800-772-6270 between 7:00 a.m. and 7:00 p.m. Eastern Time, Monday through Friday or send an e-mail to <a href="mailto:employerinfo@ssa.gov">employerinfo@ssa.gov</a>.</p> <p>If the company name and/or mailing address shown on this notice are incorrect, review the address information and EIN on the RA-Submitter Record of your EFW2C file prior to resubmitting the file.</p> <p>E-mail transmissions are not secure and SSA does not send personal or sensitive information over email. You should not send personal or sensitive information in your e-mail communications with SSA.</p> <p>Carolyn L. Simmons Associate Commissioner, Office of Central Operations</p>					
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 60%;"> <p><b>Options</b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"> <input type="button" value="Acknowledge This Notice"/> </td> <td style="width: 50%;">           Acknowledge that you received this notice. This is not necessary if you have already acknowledged receipt of the notice by phone.         </td> </tr> <tr> <td style="text-align: center;"> <input type="button" value="Submission Information"/> </td> <td>           Return to the Submission Information page.         </td> </tr> </table> </div>		<input type="button" value="Acknowledge This Notice"/>	Acknowledge that you received this notice. This is not necessary if you have already acknowledged receipt of the notice by phone.	<input type="button" value="Submission Information"/>	Return to the Submission Information page.
<input type="button" value="Acknowledge This Notice"/>	Acknowledge that you received this notice. This is not necessary if you have already acknowledged receipt of the notice by phone.				
<input type="button" value="Submission Information"/>	Return to the Submission Information page.				
<p style="text-align: center; font-size: small;">Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.</p>					

### Enlargement of bottom of Resubmission Notice page



*The Resubmission Notice column may be empty if there is no resubmission notice for the specific submission.*

**STEP 14:** Select the **Acknowledge This Notice** button to acknowledge that you have received the notice. The system displays the Acknowledge Resubmission Notice page.



*The **Acknowledge This Notice** button will be displayed only if you have not previously acknowledged the notice.*

The screenshot shows the 'Resubmission Notice' form on the Social Security Online EWR page. The header includes the Social Security Administration logo and navigation links. The form title is 'Resubmission Notice'. Below it is a section titled 'Acknowledge Resubmission Notice and/or Request Extension'. The instructions state: 'Use this form to acknowledge a Resubmission Notice and/or Request an Extension of the deadline for resubmitting your formatted wage file. Please specify the Employer Identification Number (EIN), Wage File Identifier (WFID), and Receipt Year exactly as they appear on the resubmission notice you received from the Social Security Administration. Items marked with an asterisk (\*) are required.' The form fields are: \*EIN (text box), \*WFID - Version (two text boxes), and \*Receipt Year (dropdown menu set to 2010). Below these fields, it says 'You may also request a one-time 15-day extension of the deadline for resubmitting your wage data.' and 'You may only request an extension if:'. A bulleted list follows: '• The Social Security Administration has sent you a notice requiring you to resubmit your data, • Less than 45 days have passed since the date on the resubmission notice, and • This is the first time you have resubmitted this data.' There is a checkbox labeled 'Yes, I would like to request an extension.' At the bottom are 'Cancel' and 'Submit' buttons. A footer bar contains contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

Social Security Online  
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

## Resubmission Notice

### Acknowledge Resubmission Notice and/or Request Extension

Use this form to acknowledge a Resubmission Notice and/or Request an Extension of the deadline for resubmitting your formatted wage file. Please specify the Employer Identification Number (EIN), Wage File Identifier (WFID), and Receipt Year exactly as they appear on the resubmission notice you received from the Social Security Administration. Items marked with an asterisk (\*) are required.

\*EIN:

\*WFID - Version:

\*Receipt Year:

You may also request a one-time 15-day extension of the deadline for resubmitting your wage data.

You may only request an extension if:

- The Social Security Administration has sent you a notice requiring you to resubmit your data,
- Less than 45 days have passed since the date on the resubmission notice, and
- This is the first time you have resubmitted this data.

☐ Yes, I would like to request an extension.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

**STEP 15:** Enter your EIN, WFID, Version, and Receipt Year (exactly as they appear on the Resubmission Notice you received from SSA) and indicate the appropriate filing method.

Select the **Yes, I would like to request an extension** checkbox, if you wish to request a 15-day extension of the deadline for resubmitting your wage data.

**STEP 16:** Select the **Submit** button to process the acknowledgement. If you have requested an extension, the system displays the Notice Acknowledgement/Extension Receipt page. See screen example below.


To return to the EWR Home page, select the **Cancel** button.



<b>Social Security Online</b> <b>Electronic Wage Reporting (EWR)</b>	
<a href="http://www.socialsecurity.gov">www.socialsecurity.gov</a>   <a href="#">EWR Home</a>   <a href="#">E-mail a Wage Reporting Expert</a>   <a href="#">Keyboard Navigation</a>   <a href="#">Logout</a>	
<b>Acknowledge Resubmission Notice and/or Request Extension</b>	
<b>Notice Acknowledgment/Extension Receipt</b>	
<b>Date: 16-Mar-2009 Time: 10:18 AM Eastern Time</b>	
Thank you for acknowledging receipt of your resubmission notice. Please follow the instructions provided in the notice for submitting your corrected file.	
If you need assistance, please call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Time. For TDD/TTY call 1-800-325-0778.	
Your request has been granted for a 15-day extension to resubmit your annual wage data to the Social Security Administration. No further extensions will be offered. Use your browser menu to save or print this acknowledgement of receipt for your records.	
You have received a 15-day extension for WFID BSO001 - 01 and Receipt Year 2009.	
The new deadline for filing your resubmission is <b>4/2/2009</b> . The original deadline was 3/18/2009.	
<a href="#">EWR Home page</a>	
<a href="#">Need Help with this page?</a>	

If you have not requested an extension, the system displays the Notice Acknowledgment/Extension Receipt page without the note regarding the extension.

See screen example below.

Social Security Online Electronic Wage Reporting (EWR)	
<a href="#">www.socialsecurity.gov</a> <a href="#">EWR Home</a>   <a href="#">E-mail a Wage Reporting Expert</a>   <a href="#">Keyboard Navigation</a>   <a href="#">Logout</a>	
 <b>Resubmission Notice</b>	
<b>Acknowledge Resubmission Notice and/or Request Extension</b>	
<b>Notice Acknowledgment/Extension Receipt</b>	
<b>Date:</b> 04-Jun-2009 <b>Time:</b> 3:05 PM Eastern Time	
Thank you for acknowledging receipt of your resubmission notice. Please follow the instructions provided in the notice for submitting your corrected file.	
If you need assistance, please call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Time. For TDD/TTY call 1-800-325-0778.	
<a href="#">EWR Home page</a>	
<a href="#">Need help with this page?</a>	
Have a question? Call <b>1-800-772-6270</b> Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call <b>1-800-325-0778</b> .	

**STEP 17:** Select the **EWR Home page** button to return to the EWR Home page.

## **LESSON 5: VIEW ERROR INFORMATION FOR PREVIOUSLY SUBMITTED DATA**

This option is available only to users who selected the View File/Wage Report Status, Error, and Error Notices **with** or **without** Name/SSN Errors role. Follow the instructions below to browse information about errors found in your submission data.

**STEP 1:** Point your browser to the Business Services Online (BSO) Welcome to Business Services Online page: [www.socialsecurity.gov/bsowelcome.htm](http://www.socialsecurity.gov/bsowelcome.htm).

<b>Social Security Online</b> <a href="http://www.socialsecurity.gov">www.socialsecurity.gov</a>		<b>Business Services Online</b>	
<b>Online Services Availability</b> Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST		<a href="#">Home</a>   <a href="#">Questions?</a>   <a href="#">Contact Us</a>   <a href="#">Search</a> <input type="text"/> <input type="button" value="GO"/>	
<b>Information</b> <ul style="list-style-type: none"> <li>• <a href="#">BSO Electronic W-2 Filing Handbook</a></li> <li>• <a href="#">SSNVS Handbook</a></li> <li>• <a href="#">Video - Software Demonstration</a></li> <li>• <a href="#">Tutorial</a></li> <li>• <a href="#">Employer Information</a></li> <li>• <a href="#">Suite of Services</a></li> <li>• <a href="#">Apply For EIN</a></li> <li>• <a href="#">Navigation</a></li> <li>• <a href="#">Online Security Policy</a></li> <li>• <a href="#">The Privacy Act and the Freedom of Information Act</a></li> <li>• <a href="#">Contact Us</a></li> <li>• <a href="#">Electronic Records Express</a></li> <li>• <a href="#">Government to Government Services Online</a></li> </ul>		<b>Business Services Online</b> <b>Welcome to Business Services Online</b>	
<b>News</b> <ul style="list-style-type: none"> <li>• <a href="#">Wage News</a></li> <li>• <a href="#">Electronic Records Express News</a></li> <li>• <a href="#">Social Security Number Verification News</a></li> <li>• <a href="#">Consent Based SSN Verification</a></li> <li>• <a href="#">Form SSA-1694 News</a></li> </ul>		<p><b>DON'T USE YOUR BROWSER'S BACK BUTTON</b></p> <p>Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.</p> <p>Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions.</p> <p><b>REGISTRATION</b> - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.</p> <p><b>LOG IN to REQUEST, ACTIVATE AND ACCESS FUNCTIONS</b> - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select "Account Maintenance" to request activation of additional services and functions, deactivate your User ID, and/or change your password or contact information.</p> <p><a href="#">Información para el Empleador en Español</a></p> <p><b>Log in to Business Services Online here</b> <input type="button" value="Log In"/></p> <p><b>New user? Register for Business Services Online here</b> <input type="button" value="Register"/></p> <p><b>Complete Phone Registration</b> <a href="#">what is this?</a> <input type="button" value="Complete Phone Registration"/></p>	
		<b>Explanation of BSO Services</b>	
		<b>Reporting Wages to the SSA</b> <p>Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.</p> <p><a href="#">More information about Reporting Wages</a></p>	
		<b>Social Security Number Verification Service (SSNVS)</b> <p>For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.</p> <p><a href="#">More information about Verifying Social Security Numbers</a></p>	
		<b>Form SSA-1694 Request for Business Entity Taxpayer Information</b> <p>Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact <a href="mailto:OCO.AREP.Registration@ssa.gov">OCO.AREP.Registration@ssa.gov</a>.</p> <p><b>Select Login</b> to complete, update or view the Form SSA-1694.</p> <p><b>Select Register</b> to obtain a User ID and password to complete the Form SSA-1694.</p> <p><a href="#">More information about the Attorney Fee Service</a></p>	
		<p>Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.</p>	
<a href="#">Privacy Policy</a>   <a href="#">Website Policies &amp; Other Important Information</a>   <a href="#">Site Map</a> Last reviewed or modified Wednesday Nov 21, 2007		<a href="#">Need Larger Text?</a>	

**STEP 2:** Select the **Log In** button on the BSO Welcome to Business Services Online page. The system displays the Log In to Online Services page.

The screenshot shows the Social Security Business Services Online (BSO) login interface. The header includes the Social Security Online logo and the BSO Welcome link. The main content area is titled 'Log In to Online Services' and is divided into three sections: 'Online Services Availability', 'New User?', and 'Existing User?'. The 'New User?' section explains that users must create an account and provides a list of requirements: providing personal information, contact information, and creating a password and security questions. It also includes a 'Create Log In Account' link. The 'Existing User?' section prompts users to log in with their User ID and Password, and includes links for 'Forgot user ID?' and 'Forgot your password?'. A 'User Certification' section contains a text box with the terms of service and a checkbox for 'I have read & agree to these terms'. A 'Log In' button is located at the bottom right of the login form.

**Social Security Online**  
www.socialsecurity.gov

**Business Services Online**  
BSO Welcome | BSO Information | Keyboard Navigation

**Log In to Online Services**

**Online Services Availability**

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

**New User?**  
You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

**To create new account you will need to:**

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

**Need to complete a [phone/form registration](#)?**

**Existing User?**  
Please login in below:

**User ID:**

**Password:**

[Forgot user ID?](#)

[Forgot your password?](#)

**User Certification:**  
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

☐ I have read & agree to these terms.

www.socialsecurity.gov BSO Welcome | BSO Information | Keyboard Navigation

**STEP 3:** Enter your User ID and Password.

**STEP 4:** Select the **I have read & agree to these terms** check box after reading the conditions defined in the **User Certification** text box on the Log In to Online Services page.

Select the **Log In** button to display the BSO Main Menu page.

To return to the BSO Welcome to Business Services Online page, select the **BSO Welcome** link at the top or bottom of the page.

**STEP 5:** Select the **Report Wages to Social Security** link on the BSO Main Menu page.

### **Report Wages To Social Security**


Submit, download or process W-2s and W-2cs  
View submission status, acknowledge resubmission notices or  
Request resubmission extensions

The system displays the Wage Reporting Attestation page.

Social Security Online

Business Services Online

[www.socialsecurity.gov](http://www.socialsecurity.gov) | [BSO Main Menu](#) | [BSO Information](#) | [Keyboard Navigation](#) | [Logout](#)

 **Wage Reporting Attestation**

**User Certification for Electronic Wage Reporting**

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

**STEP 6:** Select the **I Accept** button after reading the conditions defined in the User Certification for Electronic Wage Reporting on the Wage Reporting Attestation page.

To return to the BSO Main Menu page, select the **I DO NOT Accept** button.

The system displays the Electronic Wage Reporting (EWR) home page (see screen example below.)

The screenshot shows the Social Security Online Business Services Online (BSO) interface for Electronic Wage Reporting (EWR). The header includes the Social Security Online logo and the text "Business Services Online" with the URL www.socialsecurity.gov. Navigation links include BSO Main Menu, BSO Information, Keyboard Navigation, and Logout. The main heading is "Electronic Wage Reporting (EWR)".

**Reporting Wages to Social Security**

Forms W-2/W-3 Online | Forms W-2c/W-3c Online | Upload Formatted Wage File

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit up to 20 Forms W-2 per Form W-3. There is no limit on the number of Forms W-3 with up to 20 Forms W-2 an employer can enter, even if the multiple Forms W-3 are for the same Employer Identification Number (EIN).
- At any point in time, up to 50 Forms W-3, each containing up to 20 Forms W-2, can be saved and resumed/submitted at a later date.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save Submitted Report\(s\) to Your Computer](#)

A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

**Submission Status**

[View Submission Status](#)

Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

**Employer Report Status**

[View Wage Report Status](#)

Check report status or view errors for reports submitted for your company by a third party.

**Resubmission Notice**

If you received a Resubmission Notice, you may use the following link to acknowledge receiving the Notice and/or to request a one-time 15-day extension of the deadline:

[Acknowledge Notice and/or Request Extension](#)

- You will need information from the Notice to acknowledge the notice or request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

**Alerts and News for EWR**

[E-mail a Wage Reporting Expert](#)

[Información en Español](#)

**Online Tutorials & Training**

- [Wage Reporting Handbook](#)
- [SSN Verification Handbook](#)
- [Online Registration Handbook](#)
- [Online Tutorial](#)
- [Software Demonstration](#)
- [FAQs - General Employer](#)

**Other Useful Information**

- [Before You File](#)
- [Checking SSNs](#)
- [Uploading Formatted Files](#)
- [For Other Electronic Filers](#)
- [General Info about Wage Filing](#)
- [IRS Information](#)
- [Publication Resources](#)

[Employer Support Links](#)

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

**STEP 7:** Select the **View Submission Status** link.

The system displays the Submission Selection page.





Social Security Online  
www.socialsecurity.gov

Electronic Wage Reporting (EWR)

Stars

www.socialsecurity.gov | EWR Home | Email a Wage Reporting Expert | Keyboard Navigation | Logout

 **Submission Status**

 **EWR Handbook**

**Submission Selection**

**Receipt Year**  
The Receipt Year is the year that the Social Security Administration began processing your original submission. For Resubmissions, the Receipt Year is identified on your original Resubmission Notice.  
  
Please Choose a Receipt Year:  
(For Submissions After 12/03/2009 Choose 2010):

**WFID Option**  
You may specify up to five Wage File Identifiers (WFIDs) for the selected Receipt Year. If you do not specify one or more WFIDs, all WFIDs for the Receipt Year will be displayed.  
  
*Note: If you recently filed using electronic data transmission, allow one to six weeks for your submission information to be available. If you are self-employed, only Internet submissions will be displayed unless you specify one or more WFIDs. Submission information is not displayed for paper submissions.*

Enter WFIDs:  
  
WFID 1:   
WFID 2:   
WFID 3:   
WFID 4:   
WFID 5:

**Sort Option**  
  
Sort List By:

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.


**STEP 8:** Select the Receipt Year of your original submission from the **Please Choose a Receipt Year** drop-down menu.



**NOTE**

*If you submitted your file after 12/03/09, select 2010.*

**STEP 9:** If multiple Employer Identification Numbers (EIN) are associated with the submitter, then the following section will appear below the “Receipt Year” section on the page:

**Submitter Employer Identification Number**  
Your user Id is associated with multiple Employer Identification Numbers (EIN).  
Please Choose a Submitter EIN:  

An EIN should be selected from the list box. Otherwise proceed to Step 13.

**STEP 10:** This step is optional. Enter your WFID(s) for the selected Receipt Year. If you do not enter the WFID(s), the system displays all of the WFID(s) under your EIN or SSN for the selected Receipt Year.



*If you are self-employed, and did not register using an EIN, only internet wage report submissions will be displayed.*

**STEP 11:** Select an option from the **Sort List By** drop-down menu. The Sort Options are by Receipt Date, WFID, Version, Submission Status, and Status Date.

**STEP 12:** Select the **Continue** button. The system displays the Submission Information page.

To return to the EWR Home page, select the **Cancel** button.

Social Security Online Electronic Wage Reporting (EWR)  
[www.socialsecurity.gov](http://www.socialsecurity.gov) [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

## Submission Status

[EWR Handbook](#)  
[Return to Submission Selection](#)

### Submission Information

Submission Information for EIN: 00-0000000, Receipt Year: 2010

- Select the results displayed in the *Submission Status* column for an explanation of submission status codes.
- Select the *View Notice* link in the *Resubmission Notice* column to view your resubmission notice.
- Select the links in the *View Errors* column to view your error information.
- Select the *View Reports* link in the *Reports* column to view the status of your report(s).
- If you used a method other than the Internet to file your submission, allow six weeks for it to be displayed here.
- If you have used the Internet to **resubmit** a file, allow 30 days for it to be displayed here.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

\* Note: The *Resubmission Notice*, *View Errors*, and *Reports* columns will be blank if they do not apply to the submission.

Page 1 of 1

This page displays submission records 1 through 4 of the 4 total submissions.

Receipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Submission Details	*Reports
12/02/2008	BSO002	01	RECEIVED	12/04/2008			<a href="#">Details</a>	
07/12/2008	BSO003	01	IN PROCESS	07/12/2008			<a href="#">Details</a>	
05/19/2008	BSO004	01	COMPLETE	05/20/2008			<a href="#">Details</a>	
03/19/2008	BSO005	01	RETURN	03/22/2008	<a href="#">View Notice</a>	<a href="#">By Error Description</a> <a href="#">By Report Number</a>	<a href="#">Details</a>	<a href="#">View Reports</a>

This page displays submission records 1 through 4 of the 4 total submissions.

Page 1 of 1

[Back to Top](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.





*The View Errors column will not include any links if there are no errors related to the specific submission.*

**STEP 13:** Select either the **By Error Description** or **By Report Number** link in the View Errors column of the specific submission to display any errors associated with the submission. Refer to [Step 14](#) for more details concerning the **By Error Description** link. Refer to [Step 16](#) for more details concerning the **By Report Number** link.

**STEP 14:** From the Submission Information Page select the **By Error Description** link in the View Errors column of the specific submission you wish to view. The system displays the All Errors by Error Description page.

Social Security Online  
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**Submission Status**


**EWR Handbook**

### All Errors By Error Description

Error Information for Submitter EIN: 00-0000000  
Receipt Year: 2009, WFID: KVV585, Version: 01

Select a particular report number to view all errors for that report. Select *View All* to view all reports for a particular error. If no *View All* link is present, all reports are already displayed. Select the results displayed in the *Report Status* column for an explanation of status codes. Select *Details* to view detailed error information for a particular error found in a particular report.

**IMPORTANT:** If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Error Description	Importance	Total Error Count	Report EIN	Report Number	Report Status	
Out of Balance Over Tolerance - Social Security Tips	CRITICAL	1	00-0000000	0000000001	RETURN	<a href="#">Details</a>

Options

Submission Information
Return to the Submission Information Page.

All Errors by Report Number
View All Errors by Report Number.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.


**STEP 15:** Select the **Details** link in the in the row of the error description that you wish to view. The system displays the Detailed Information for Error page (shown on page 52).

Select the **Submission Information** button to return to the Submission Information page.

Select the **All Errors by Report Number** button to view the All Errors by Report Number page. Go to [Step 17](#) for more details.

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www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Electronic Wage Reporting (EWR)

 **Wage Report Status**

[EWR Handbook](#)

**Detailed Information for Error**  
**Invalid Names and/or SSNs in**  
**Report Number 000000001**

Error Information for EIN: 00-0000000 , Tax Year: 2009

TIP: Use your browser menu. Save As or Print feature if you wish to save or print this page for your records.

Employer Name: Test Employer	Tax Year: 2009
Employer EIN: 00-0000000	Establishment Number: K985
Employer Employment Type: Invalid Value Reported	Reported W-2 Count: 0000008
Tax Jurisdiction: Domestic Form W-2	Processed W-2 Count: 28

Importance: **INFORMATIONAL**

Error Description: Some Employee Wage Records in the wage report contain Names and/or Social Security Numbers (SSNs) that do not agree with our records. This may be due to a data processing error. Check the structure of the wage report to ensure that Names and SSNs are in the proper positions in the RW Records. Also, please check all names to ensure that: a) the first name and/or the last name fields are not blank; b) the name agrees with the individual's name exactly as it is shown on the individual's Social Security card; c) the first name, middle name and last name are provided in separate fields; d) the individual's title (Mr., Mrs., etc.) is not included in any of the name fields. Please check all SSNs to ensure that: a) the SSN agrees with the individual's SSN exactly as it is shown on the individual's Social Security card; b) the SSN is nine (9) numeric characters and does not contain letters, blanks, spaces, hyphens, prefixes or suffixes; c) the SSN does not contain "111111111", "333333333" or "123456789"; d) the SSN does not begin with "8" or "9"; and e) the SSN is not in reverse order.

Reported All Zeros	Non-Zero Missing or Incomplete SSNs	Failed to Match	Total Failed SSNs
21	0	0	21

Note: The Name columns will be blank for reports submitted using the Technical Information Bulletin (TIB) format standard. The Social Security Administration no longer accepts TIB submissions.

TIP: Use the W-2 Sequence number to locate the Forms W-2 within your report.

W-2 Sequence Number	SSN	First Name	Middle Name	Last Name
1	000000000	TEST	W	EMPLOYEE
2	000000000	TEST	W	EMPLOYEE
3	000000000	TEST	W	EMPLOYEE
4	000000000	TEST	W	EMPLOYEE
5	000000000	TEST	W	EMPLOYEE
6	000000000	TEST	W	EMPLOYEE
7	000000000	TEST	W	EMPLOYEE
8	000000000	TEST	W	EMPLOYEE
9	000000000	TEST	W	EMPLOYEE
10	000000000	TEST	W	EMPLOYEE
11	000000000	TEST	W	EMPLOYEE
12	000000000	TEST	W	EMPLOYEE
13	000000000	TEST	W	EMPLOYEE
14	000000000	TEST	W	EMPLOYEE
15	000000000	TEST	W	EMPLOYEE
16	000000000	TEST	W	EMPLOYEE
17	000000000	TEST	W	EMPLOYEE
18	000000000	TEST	W	EMPLOYEE
19	000000000	TEST	W	EMPLOYEE
20	000000000	TEST	W	EMPLOYEE
21	000000000	TEST	W	EMPLOYEE

Options

All Errors for Report

View All Errors for this Report.

Employer Report Detailed Information

Return to the Employer Report Detailed Information page.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

Social Security Online
Electronic Wage Reporting (EWR)

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## Submission Status

[EWR Handbook](#)

[Return to Submission Selection](#)

### Submission Information

Submission Information for EIN: 00-0000000, Receipt Year: 2010

- Select the results displayed in the *Submission Status* column for an explanation of submission status codes.
- Select the *View Notice* link in the *Resubmission Notice* column to view your resubmission notice.
- Select the links in the *View Errors* column to view your error information.
- Select the *View Reports* link in the *Reports* column to view the status of your report(s).
- If you used a method other than the Internet to file your submission, allow six weeks for it to be displayed here.
- If you have used the Internet to **resubmit** a file, allow 30 days for it to be displayed here.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

\* Note: The *Resubmission Notice*, *View Errors*, and *Reports* columns will be blank if they do not apply to the submission.

Page 1 of 1

This page displays submission records 1 through 4 of the 4 total submissions.

Receipt Date	WFID	Version	Submission Status	Status Date	*Resubmission Notice	*View Errors	Submission Details	*Reports
12/02/2008	BSO002	01	RECEIVED	12/04/2008			<a href="#">Details</a>	
07/12/2008	BSO003	01	IN PROCESS	07/12/2008			<a href="#">Details</a>	
05/19/2008	BSO004	01	COMPLETE	05/20/2008			<a href="#">Details</a>	
03/19/2008	BSO005	01	RETURN	03/22/2008	<a href="#">View Notice</a>	<a href="#">By Error Description</a> <a href="#">By Report Number</a>	<a href="#">Details</a>	<a href="#">View Reports</a>

This page displays submission records 1 through 4 of the 4 total submissions.

Page 1 of 1

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Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

**STEP 16:** From the Submission Information page select the **By Report Number** link in the View Errors column of the specific submission to display any errors associated with the submission. The system displays the All Errors by Report Number page.

Social Security Online
Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](http://www.socialsecurity.gov)
[EWR Home](#)
[E-mail a Wage Reporting Expert](#)
[Keyboard Navigation](#)
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## Submission Status

[EWR Handbook](#)

### All Errors by Report Number

**Error Information for Submitter EIN:** 00-0000000  
**Receipt Year:** 2009, **WFID:** KVV585, **Version:** 01

Select a particular error description to view all reports for that error.

Select the results displayed in the **Report Status** column for an explanation of status codes.

Select **Details** to view detailed error information for a particular error found in a particular report.

**IMPORTANT:** If the submission shows one or more reports in RETURN status, view and correct errors before resubmitting. When you resubmit a file, include any reports that show COMPLETE status also, but make NO changes in the COMPLETE reports. A COMPLETE report will be processed again if it contains changes. This can cause serious tax consequences for employees and the employer. Corrections after a report is COMPLETE can only be made by filing a W-2c report.

**TIP:** Use your browser menu *Save As* or *Print* feature if you wish to save or print this page for your records.

Report Number	Report EIN	Report Status	Error Description	Importance	
0000000001	00-0000000	RETURN	Out of Balance Over Tolerance - Social Security Tips	CRITICAL	<a href="#">Details</a>

**Options**

[Submission Information](#)

Return to the Submission Information Page.

[All Errors by Error Description](#)

View All Errors by Error Description.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.


**STEP 17:** Select the **Details** link in the row of the report number you wish to view. The system displays the Detailed Information for Error page (shown on page 55).

Select the **Submission Information** button to return to the Submission Information page.

Select the **All Errors by Error Description** button to view the All Errors by Error Description page. Go to [Step 15](#) for more details.

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www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Electronic Wage Reporting (EWR)

 **Wage Report Status**

[EWR Handbook](#)

**Detailed Information for Error**  
**Invalid Names and/or SSNs in**  
**Report Number 000000001**

Error Information for EIN: 00-0000000 , Tax Year: 2009

TIP: Use your browser menu. Save As or Print feature if you wish to save or print this page for your records.

Employer Name: Test Employer	Tax Year: 2009
Employer EIN: 00-0000000	Establishment Number: K985
Employer Employment Type: Invalid Value Reported	Reported W-2 Count: 0000008
Tax Jurisdiction: Domestic Form W-2	Processed W-2 Count: 28

Importance: **INFORMATIONAL**

**Error Description:** Some Employee Wage Records in the wage report contain Names and/or Social Security Numbers (SSNs) that do not agree with our records. This may be due to a data processing error. Check the structure of the wage report to ensure that Names and SSNs are in the proper positions in the RW Records. Also, please check all names to ensure that: a) the first name and/or the last name fields are not blank; b) the name agrees with the individual's name exactly as it is shown on the individual's Social Security card; c) the first name, middle name and last name are provided in separate fields; d) the individual's title (Mr., Mrs., etc.) is not included in any of the name fields. Please check all SSNs to ensure that: a) the SSN agrees with the individual's SSN exactly as it is shown on the individual's Social Security card; b) the SSN is nine (9) numeric characters and does not contain letters, blanks, spaces, hyphens, prefixes or suffixes; c) the SSN does not contain "111111111", "333333333" or "123456789"; d) the SSN does not begin with "8" or "9"; and e) the SSN is not in reverse order.

Reported All Zeros	Non-Zero Missing or Incomplete SSNs	Failed to Match	Total Failed SSNs
21	0	0	21

Note: The Name columns will be blank for reports submitted using the Technical Information Bulletin (TIB) format standard. The Social Security Administration no longer accepts TIB submissions.

TIP: Use the W-2 Sequence number to locate the Forms W-2 within your report.

W-2 Sequence Number	SSN	First Name	Middle Name	Last Name
1	000000000	TEST	W	EMPLOYEE
2	000000000	TEST	W	EMPLOYEE
3	000000000	TEST	W	EMPLOYEE
4	000000000	TEST	W	EMPLOYEE
5	000000000	TEST	W	EMPLOYEE
6	000000000	TEST	W	EMPLOYEE
7	000000000	TEST	W	EMPLOYEE
8	000000000	TEST	W	EMPLOYEE
9	000000000	TEST	W	EMPLOYEE
10	000000000	TEST	W	EMPLOYEE
11	000000000	TEST	W	EMPLOYEE
12	000000000	TEST	W	EMPLOYEE
13	000000000	TEST	W	EMPLOYEE
14	000000000	TEST	W	EMPLOYEE
15	000000000	TEST	W	EMPLOYEE
16	000000000	TEST	W	EMPLOYEE
17	000000000	TEST	W	EMPLOYEE
18	000000000	TEST	W	EMPLOYEE
19	000000000	TEST	W	EMPLOYEE
20	000000000	TEST	W	EMPLOYEE
21	000000000	TEST	W	EMPLOYEE

Options

All Errors for Report

View All Errors for this Report.

Employer Report Detailed Information

Return to the Employer Report Detailed Information page.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

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*If you have authorization to view the names and SSNs from your wage submission, that failed to match, they will appear on the Detailed Information for Error page where the error indicates invalid names and SSNs. Otherwise, you will see the number of failed SSNs. For instructions on requesting authorization to view this information, please contact our BSO customer support staff at 1-800-772-6270 (TDD/TTY 1-800-325-0778).*